

# REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE **Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120073-4** MFB No. 8 STAT

1. TITLE OF REPORT (if a fill-in report include Form No.)

☐ Receiving Section Daily Report

2. TYPE OF REPORT ☒ STATISTICAL  
☐ NARRATIVE  
☐ MACHINE-WRITTEN LISTING

3. FUNCTIONAL AREA

☒

PERSONNEL

LOGISTICS

MEDICAL

TRAINING

SECURITY

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Daily

6. DISTRIBUTION (No. of components not number of copies)

One

7. FORMAT (memorandum, form, computer print-out, etc)  
Form

8. ADP PROCESSING

YES

NO

IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Chief, ☐

STAT

10. PREPARING COMPONENT (include lowest level contributing information to report)

Receiving Section

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

N/A

## 12. COST FACTORS

### A. MANUAL PREPARATION AND REVIEW COSTS

| GRADE | HOURLY RATE | <input checked="" type="checkbox"/> HOURS PER REPORT | <input checked="" type="checkbox"/> COST PER REPORT | <input checked="" type="checkbox"/> TIMES PREPARED | <input checked="" type="checkbox"/> COST PER YEAR |
|-------|-------------|--|---|--|---|
| GSA-5 | 3.15        | 1/20 hr  | .157  | 252  | 39.56   |
| GS-5  | 3.46        | 1/20 hr  | .173  | 252  | 43.60   |
| GS-6  | 3.74        | 1/12 hr  | .312  | 252  | 78.62   |
|       |             |  | .642  |  | 161.78  |

### B. COSTS OF COMPUTER PRODUCED REPORTS

|  |  |  |  |  |        |
|--|--|--|--|--|--------|
|  |  |  |  |  | 161.78 |
|--|--|--|--|--|--------|

### TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is an aid in determining space requirements in the section and is of significant benefit in the assignment of personnel to handle the anticipated workloads.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)  
☐ CHANGE  
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

N/A

N/A

16. DATE OF INVENTORY

28 Sept. 1970

17.

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, Chief, Receiving Section

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18. EXTENSION

Classification